

AQA Baccalaureate Administration Guide and Procedures Academic Year 2009-2010

Please note that this document contains important information for Examination Officers and teachers delivering the AQA Bacc

This document covers:

- Key Deadlines
- Basedata and Entries
- Prior Attainment
- Historic Results
- Diary Submission
- Results file submission
- Results
- Contact Information
- Key administrative documents

AQA Baccalaureate Administrative Procedures 2009-2010

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1 Introduction

- 1.1 The purpose of this document is to assist teachers and Examinations Officers with the administration of the AQA Baccalaureate (AQA Bacc).
- 1.2 This document should be shared with colleagues who will be delivering the AQA Bacc and should be read in conjunction with the *Specification* and additional guidance documents, which gives details of the methods of assessment and the component parts of the AQA Bacc. Copies of the *AQA Baccalaureate Specification* can be viewed on or downloaded from the AQA Website:
www.aqa.org.uk/qual/bacc.php .

2 Key Deadlines

2.1 Deadlines

Deadline	Action
20 November 2009	Basedata available from AQA website www.aqa.org.uk/admin/basedata.php
21 March 2010	Submit entries for 2010 AQA Bacc award (series 6B10)
21 March 2010	Submit Prior Attainment Form confirming that all AQA Bacc candidates have five GCSE A*-C including English and Mathematics
From 21 March 2010	Centres submitting paper diaries receive Candidate Record Forms. Please see point 6.3 for further information about Candidate Record Forms. This is a change from 2009.
26 March 2010	Submit historic results file. This deadline will be extended, on notification to bacc@aga.org.uk for any centres awaiting the outcome of EAR from the January series.
15 April 2010	Receive Enrichment Attendance Records
15 May 2010	Return Enrichment Attendance Records indicating enrichment outcome; pass or absent.
15 May 2010	Submit all completed Enrichment Diaries.
19 August 2010 (GCE Results Day)	Receive Enrichment results.
20 August at 11 am	Provide details of all confirmed GCE/EPQ grades for AQA Bacc candidates in electronic format. You may submit this file to bacc@aga.org.uk from 18 August 2010.
25 August 2010	Receive AQA Bacc results via EDI and e-AQA.
26 August 2010	Receive candidate results slips indicating AQA Bacc award and grade.
From October 2010	Receive AQA Bacc certificates together with AQA GCE certificates.

3 Basedata and Entries

3.1 20 November 2009 - Basedata for AQA Baccalaureate 2010 entry available from www.aqa.org.uk/admin/basedata.php .

3.2 21 March 2010 - Entry deadline for candidates taking the AQA Bacc in Summer 2010

Notes Entries must be made for both **9000** (AQA Bacc) and **9001** (Enrichment Element) for candidates to achieve the AQA Bacc.

Entry for the AQA Bacc is restricted to centres who have been approved to deliver the qualification. Please telephone 0161 957 3980 for information about approval.

Candidates must have entries for a minimum of 3 GCE A-Levels, an AS Level or A2 level in a breadth subject, the Extended Project Qualification and the Enrichment Element to certificate with the AQA Bacc. The only element which must be taken with AQA is the Enrichment Element.

4 Prior Attainment

4.1 21 March 2010 - Confirmation of prior attainment must be submitted to AQA by completing and returning the Prior Attainment Form (Appendix A).

Notes Candidates entering for the AQA Bacc must have achieved a minimum of 5 GCSEs A*-C (including Maths and English) before the series in which they certificate. Please contact NARIC or bacc@aqa.org.uk to discuss international equivalencies.

AQA reserves the right to request proof of this prior attainment until AQA Bacc results are issued.

5 Historic Results

5.1 26 March 2010 - Confirmation of historic results for all AQA Bacc candidates must be submitted to AQA.

Notes Historic results are any results which can count towards the AQA Bacc that candidates have already received. Typically, these are results for the AS breadth subject, the Extended Project Qualification or any GCE A Levels already completed.

You do not need to report AS Level results for non-breadth subjects (i.e. only report AS Level results for Critical Thinking, General Studies or Citizenship)

Please see section 7 (Results processing) for information about file formats and how to submit files to AQA.

6 Diary Submission and Absences

6.1 8 April 2010 – Enrichment Attendance Records for the Enrichment Element (9001) despatched to Centre Administrator (teacher with coordination responsibility for the AQA Bacc).

6.2 15 May 2010 – Enrichment Attendance Records must be completed and returned to AQA.

Notes All candidates who have met the requirements for the Enrichment Element must be marked with a 'P' (Pass) and all candidates who have failed to meet the requirements of the Enrichment Element must be marked with an 'Abs' (Absent).

Enrichment Attendance Records must be returned to: **Suzanne Oates, M215, AQA Manchester, Devas Street, Manchester, M15 6EX.**

6.3 *This is a change from Summer 2009.*

You will not be asked to submit a sample. You must submit all online and/or paper Enrichment diaries.

15 May 2010 - All online and/or paper Enrichment Diaries submitted to AQA. Paper Enrichment Diaries to be posted to: **Suzanne Oates, M215, AQA Manchester, Devas Street, Manchester, M15 6EX.**

Notes Submission may begin from 15 April 2010.

Please ensure that candidates and enrichment supervisors have signed off the online Enrichment Diaries (online) and/or signed off the paper Enrichment Diaries (using the Candidate Record Form see Appendix B) prior to submission.

Candidate Record Forms (CRFs) will be despatched to centres submitting paper diaries after AQA receives notification of a centre's method of submission. This is done via the Prior Attainment Form (Appendix A). The deadline for submission of Prior Attainment Forms is **21 March 2010**. If you would like to receive your CRFs prior to this date please contact Joanne Hill in the AQA Baccalaureate office. The CRF can also be downloaded as a PDF or Word Document from http://web.aqa.org.uk/admin/p_course.php

7 Results File Submission

7.1 19 August 2010 – Submit Results file of all GCE and EPQ results from all Awarding Bodies, including AQA, for all AQA Bacc students.

Notes 11 am 20 August – Results file must be submitted by 11 am 20 August at the latest to ensure timely reporting of AQA Bacc award and grade.

Your MIS provider may have supplied you with a file that allows you to automatically collate GCE and EPQ results for your AQA Bacc students including results from historic series. If so, please use this file.

Alternatively, you will need to generate and submit a **csv** results file in the following format:

Surname:Forename(s)	Sex	Date of Birth	UCI	Awarding Body Identifier	Award Entry Option Code	Grade
e.g. Jones:John	M	01/01/2001	123456789101M	70	6351	A

The Awarding Body Identifier is a numeric code specific to each awarding body. These can be found at :

<http://www.jcq.org.uk/attachments/published/674/JCQ%20Formats%20-%20Version%2012.pdf>

The last three columns should be repeated for each award result on the same row as the candidate's name. E.g.

Awarding Body Identifier	Award Entry Option Code	Grade	Awarding Body Identifier	Award Entry Option Code	Grade	Awarding Body Identifier	Award Entry Option Code	Grade
70	6251	A	11	3310	C	1	1243	E

This document should be password protected. Details of the password format and how to protect the document will be sent to you in the Spring Term.

Results File check list:

Action	Format	Completed
Excel spreadsheet saved as CSV file		
All GCE A Level, AS breadth and EPQ results reported for each AQA Bacc candidate		
Column 1: Name	LAST NAME:FIRST NAME	
Column 2: Sex	M or F	
Column 3: Date of Birth	01/01/2001	
Column 4: UCI		
Column 5: Numeric Awarding Body Identifier	Please remove 0 from the beginning of the AB identifier e.g. 01 will become 1	
Column 6: Award Entry Option Code	Entry code for the subject (not a component code)	
Column 7: Grade	Upper case letter e.g. B	
Column 8,9&10: Results for next subject for candidate. Columns 10,11&12 next subject etc	Until all relevant subjects included	
Results file password protected		
Results file emailed to bacc@aqa.org.uk		

8 Results

- 8.1 19 August 2010 – Receive Enrichment results.
- 8.2 25 August 2010 – Receive AQA Bacc results via EDI and e-AQA.
- 8.3 26 August 2010 – Receive candidate results slips indicating AQA Bacc award and grade.
- 8.4 October 2010 – Receive AQA Bacc certificates.

Notes The AQA Bacc grading is as follows:

3 A Levels	E	C	A
Extended Project	E	C	A
Enrichment	Pass	Pass	Pass
Breadth (AS)	Pass	Pass	Pass
Award	Bacc	Bacc with Merit	Bacc with Distinction

9 Contact Information

- 9.1 Please use this contact information if you have any queries about the AQA Bacc

Advice for Examinations Officers (e.g. administration)	Exams Office Support Team: 0870 410 1036 Email: eos@aqa.org.uk
Advice for Enrichment Co-ordinators about the electronic Enrichment Diary	Exams Office Support Team: 0870 410 1036 Email: eos@aqa.org.uk
General queries about the AQA Bacc	Charlotte Christie Senior AQA Bacc Manager Suzanne Oates Assistant AQA Bacc Manager Joanne Hill AQA Bacc Administrator 0161 957 3980 Email: bacc@aqa.org.uk



**AQA Baccalaureate Examination Summer 2010:
Prior Attainment Form**

Centre Number:

Centre Name:

Total number of expected AQA Bacc candidates:

Please indicate which method you will be using to record enrichment evidence in this academic year

(Please tick): Paper Online Mixed

Which awarding bodies' GCE results are likely to be used by AQA Bacc candidates? (please tick)

- AQA
- CCEA
- Edexcel
- OCR
- WJEC

I confirm that all the candidates to be entered for the AQA Bacc Summer 2010 have met the prior attainment requirements of five GCSEs at Grades A*-C, including English and Mathematics.

Signed:

Position:

Date:

AQA may ask for the evidence of this GCSE prior attainment for a candidate at any point prior to the issue of the AQA Bacc results.

Please return this form to Suzanne Oates, AQA, Devas Street, M15 6EX by **21 March 2010**

**AQA Baccalaureate (9000)
Enrichment element (9001)**

For candidates submitting paper-based diaries only

Centre number

Centre name

Candidate's full name

Candidate number

Please indicate the number of hours completed in each core area and the overall total

Core area	Minimum number of hours	Number of hours completed
Work related learning	30	
Community participation	30	
Personal development	30	
Total	100	

Notice to candidate The work you submit for assessment must be your own. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified.

Candidate declaration I have read and understood the above and can confirm that I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment and that I have completed all of the hours of enrichment indicated.

As part of AQA's commitment to assist students, AQA may make your coursework available on a strictly anonymous basis to teachers, examining staff and students in paper form or electronically, through the Internet or other means, for the purpose of indicating a typical mark or for other educational purposes. In the unlikely event that your coursework is made available for the purposes stated above, you may object to this at any time and we will remove the work on reasonable notice. If you have any concerns, please contact AQA.

Date

Teacher declaration I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate and that the candidate has been involved in the enrichment activities as outlined in their diary.

Date

This form should be attached to the candidate's work and sent to AQA

Candidate's full name

Candidate number

To be completed by the candidate

Minimum Requirements your diary should contain, as a minimum, a record of the hours spent participating in enrichment, a description of each activity and some evidence of participation in activities included (such as documents, video, photographs etc).

Please list the activities you have completed for each core area and give a brief explanation of the activity if you have not done so in your diary (eg LEAF – Environmental Action Group). Please continue on a separate sheet if necessary.

Work related learning

- 1.
- 2.
- 3.
- 4.

Community participation

- 1.
- 2.
- 3.
- 4.

Personal development

- 1.
- 2.
- 3.
- 4.

Reflections You may choose to use this space to reflect on your involvement in enrichment if you have not done so in your diary. This is not mandatory.

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at aqa.org.uk